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BY-LAWS

MECHANICS' INSTITUTE

OF THE

MECHANICS' INSTITUTE

OF SAN FRANCISCO

AUGUST 1, 1899

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SAN FRANCISCO

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(AUGUST 1, 1899)

ARTICLE I.—*Meetings.*

SECTION 1. Semi-monthly meetings of the Board shall be held at the rooms of the Institute, on the first and third Tuesdays of each month, at half-past seven o'clock, during the six months beginning October 1st, and at eight o'clock, during the six months beginning April 1st.

SEC. 2. The President, on his own motion, or upon the request in writing of three members of the Board, shall call a special meeting. Notice of meetings must in all cases be sent to each member. Eight members of the Board shall constitute a quorum.

SEC. 3. At meetings of the Board of Trustees, the President, or, in his absence, the Vice-President, shall take the chair and call the Board to order, and the Secretary shall call over the list of members, alphabetically, recording the absentees, and then the business shall be proceeded with in the order herein set down:—

1. Reading of the minutes of the last meeting.
2. Reports of standing committees.
3. Reports of special committees.
4. ~~Report of Treasurer.~~ *Report of Secretary*
5. Report of Librarian.
6. Communications.
7. Unfinished business.
8. New business.

ARTICLE II.—Committees.

SECTION 1. At the first meeting after the election of the Board, or as soon thereafter as may be practicable, the President shall appoint fourteen standing committees, to consist of three members each, except in the case of the Management Committee, which shall be composed of five members:

1. Finance.
2. Buildings and Repairs.
3. Library.
4. Lectures and Classes.
5. Printing and Advertising.
6. Pavilion.
7. Folsom-Street Property.
8. Employees.
9. Management.
10. Exhibits.
11. Machinery.
12. Art.
13. Music.
14. Tickets and Admissions.

The first eight of the above-named committees shall meet at least once in each month, and shall present a written report quarterly, and the other seven committees shall, during a fair, report to the Board at every meeting. Each committee shall approve all bills incurred in its department before they are audited by the Finance Committee.

The duties of the various committees are thus defined:—

SEC. 2. *Finance*.—This committee shall have supervision of the books, accounts, and finances of the Institute. It shall provide for the proper collection of library dues, fees, and rents, and audit all bills approved by other committees, or ordered by the Board of Trustees. The Finance Committee shall examine the accounts of the Treasurer, Librarian, and Secretary, and certify their condition quarterly, and shall report monthly the

state of the finances, and make recommendations for maintaining the funds and increasing the resources of the Institute.

SEC. 3. *Buildings and Repairs*.—This committee shall have supervision of all buildings of the Institute, and report monthly their condition and all necessary improvements. It shall superintend all alterations ordered by the Board of Trustees, and shall make such recommendations as will improve the condition and value of the property.

SEC. 4. *Library*.—It shall be the duty of this committee to maintain a careful supervision of the Library in all its departments, and report monthly to the Board of Trustees its condition and make recommendations for the purchase of books and supplies required. In its final report this committee shall present estimates of the amounts required for Library expenditures for the next fiscal year.

SEC. 5. *Lectures and Classes*.—This committee shall have supervision of lectures and classes, shall make recommendations respecting the same, and shall make provision for and superintend such as are ordered by the Board of Trustees.

SEC. 6. *Printing and Advertising*.—This committee shall supervise and direct all printing and advertising ordered by the Board of Trustees.

SEC. 7. *Pavilion*.—The Pavilion Committee shall have charge and supervision of the Pavilion block property, and shall report monthly to the Board its condition, occupancy for the month, and future engagements. It shall superintend the repairs and renting of the Pavilion and other buildings, and strictly enforce the rules of the Board respecting the leasing and occupancy of the property, and shall also have charge of the Janitor and assistants.

SEC. 8. *Folsom-Street Property*.—This committee shall have charge and supervision of the Folsom-Street property and employees, and report monthly to the Board its condition, occupancy for the month, and future engagements. It shall superintend the renting of the property and repairs, and strictly enforce the rules of the Board respecting the leasing and occupancy of the same.

SEC. 9. *Employees.*—The Committee on Employees shall have supervision of all permanent employees of the Institute, except the employees of the fair, and shall see that such employees faithfully and efficiently perform the duties assigned to them, and shall report to the Board any delinquency or incompetency. This committee shall inform the Board when it is proper or necessary to increase the number of, or to discharge any employees.

SEC. 10. *Management.*—It shall be the duty of the Management Committee respecting any proposed fair or exposition of the Institute to prepare and present to the Board of Trustees a plan or scheme for such fair, to outline the policy to be pursued, the kind or character of entertainment to be given, and attractions to be secured.

This committee shall formulate rules for the government of visitors, exhibitors, and employees, and proper and necessary police regulations; shall, subject to the approval of the Board, make all sales of privileges, determine the number and character of the premiums to be awarded to each class of exhibits, exercise general supervision over the Committee of Awards, and shall hear and determine all complaints referred to them for adjudication.

The Management Committee shall have the general supervision and government of any fair during its continuance, except as provided otherwise by the Board.

SEC. 11. *Exhibits.*—It shall be the duty of this committee to secure the exhibits for any fair or exposition, and determine their location in the Pavilion, except the exhibits of machinery in Machinery Hall.

SEC. 12. *Machinery.*—The duty of this committee shall be to procure the necessary driving machinery, shafting, etc., and to exercise a general supervision over the gas, water, steam, fire, and machinery departments of the Pavilion, and over persons employed in connection therewith.

This committee shall have charge of the locating of all exhibits of machinery.

SEC. 13. *Art.*—This committee shall have entire charge and supervision of the Art Department of all fairs and expositions, and of the decoration of the building.

SEC. 14. *Music.*—This committee shall have charge and direction of the music and all the special entertainments or events at fairs or expositions.

SEC. 15. *Tickets and Admissions.*—This committee shall recommend to the Board the kind and price of tickets of admission.

It shall prepare suitable designs for tickets, which, on order by the Board, shall be supplied by the Printing Committee, which committee shall account to the Finance Committee for all tickets printed and delivered to the Committee on Tickets and Admissions.

The Committee on Tickets and Admissions shall direct and superintend the sale of all tickets, and the distribution of complimentary tickets, and shall account to the Finance Committee for all tickets received from the Printing Committee by turning over to the Finance Committee all tickets or the money value of them.

The tickets taken up at the doors shall be counted and destroyed daily (no tickets shall be resold), and a daily record kept of the number, kind and value of all tickets sold and taken up.

In the case of season tickets lost or spoiled, and a duplicate issued by the committee, a receipt shall be taken, which shall be in evidence in account for the duplicate issue.

The receipts in money shall be turned over daily to the Treasurer or to his proper representative. No ticket shall be issued from the Ticket office of any fair or exposition, without being properly countersigned by the Committee on Tickets and Admissions.

The Committee on Tickets and Admissions shall report daily the business of the Ticket office to the Board of Trustees, or to the Finance Committee.

SEC. 16. *Recommendations for Employees.*—The recommendations to the Board for employees at the fairs shall be made as follows:—

For all laborers, carpenters, and painters, by the Committee on Exhibits.

All watchmen, porters, and wardrobe employees, by the Committee on Management.

All decorators, Art Gallery employees, and the Superintendent of the Art Gallery, by the Art Committee.

All ticket-sellers, by the Committee on Tickets and Admissions.

All doorkeepers, by the Finance Committee.

All engineers, firemen, and mechanics for lighting and water, by the Machinery Committee.

ARTICLE III.—*Secretary.*

SECTION 1. There shall be a Secretary, whose duties shall be to keep the books and accounts of the Institute; collect all rents, receive from and receipt to the Librarian for all moneys collected by the latter, and daily pay over all moneys to the Treasurer, act as assistant to the Recording Secretary, and perform such other duties as may be required by the Board of Trustees. He shall give a sufficient bond in such sum as the Board may determine for the faithful performance of his duties.

SEC. 2. The Secretary shall attend exclusively to the business of the Institute, and shall keep such office hours as the Board of Trustees may prescribe.

ARTICLE IV.—*Librarian.*

SECTION 1. The Librarian shall be appointed by the Board of Trustees. He shall be a citizen of the United States, and shall reside in the City and County of San Francisco. He shall be a man of good moral character and strict integrity, of liberal education, conversant with the literature of the day, and in sympathy with the objects for which the Mechanics' Institute was organized. He shall attend exclusively to the business of the Library, and shall keep such office hours as the Board of Trustees

shall prescribe. He shall give a sufficient bond in such sum as the Board may determine for the faithful performance of his duties.

SEC. 2. He shall collect all fees, dues, and fines, and daily pay the amounts received by him to the Secretary, taking the latter's receipt therefor.

SEC. 3. He shall keep possession of the keys of the Institute.

SEC. 4. He shall see that punctuality is observed in opening and closing the Institute at the hours named in the rules, and shall see that the regulations of the Library and Reading Rooms are strictly enforced.

ARTICLE V.—*Deeds and Papers.*

SECTION 1. All deeds, leases, bonds, contracts, and other valuable papers shall be deposited in the hands of the President of the Institute, who shall file a list thereof with the Secretary of the Institute.

ARTICLE VI.—*Elections.*

SECTION 1. All elections or appointments made by the Board of Trustees shall be by ballot.

ARTICLE VII.

SECTION 1. The President shall be *ex-officio* a member of all Committees of the Board.

ARTICLE VIII.—*Use of Buildings.*

SECTION 1. The Library and other rooms belonging to the Institute shall be used exclusively for Institute business, except by permission of the Board of Trustees expressly given.

ARTICLE IX.—*Payments to be Made by Check.*

SECTION 1. All payments out of the funds of the Institute, must be made by check upon the Treasurer, drawn in favor of the person to whom the payment is due.

ARTICLE X.—*No Trustee to Benefit Pecuniarily.*

SECTION 1. No member of the Board of Trustees shall be pecuniarily interested in any contract, or in the performance of any labor, or in the purchasing of any materials or supplies pertaining to the Mechanics' Institute, or industrial expositions, nor shall he receive any compensation, directly or indirectly, for any services in connection therewith, or premium for any exhibit made at the fairs of the Institute."

ARTICLE XI.—*Amendments.*

SECTION 1. It shall require a vote of the majority of all members elect to alter or amend these By-Laws, notice for the same having been given in writing two weeks previously.

ARTICLE XII.—*Suspension.*

SECTION 1. It shall require a unanimous vote of the members present, at any meeting, to suspend these By-Laws.